

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Lead Police Records Specialist	<b>Job Family:</b> V
<b>General Classification:</b> Front-Line	<b>Job Grade:</b> 10

**Definition:** To contribute to Police services by performing the duties of a Police Records Specialist and to provide direct supervision to other Police Records Specialists.

**Distinguishing Characteristics:** This specialized supervisory clerical position receives the public at the Police station, responds to telephone calls, processes Police reports, and maintains the comprehensive records system of the Police Department, assists other department personnel in obtaining information from the records system, writes reports, may perform searches of prisoners as needed, provides direct supervision of other records personnel, prepares evaluations and scheduling of records personnel, and trains new records personnel.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Performs all functions of a Police Records Specialist, including:
  - a. Receives information and complaints from the public by telephone and in person, relaying information as needed to appropriate department personnel.
  - b. Responds to inquiries from the general public with information on Police services and procedures.
  - c. Processes and indexes a variety of Police records and reports.
  - d. Updates and types various types of records.
  - e. Operates office machines and computer terminals.
  - f. Receives bail money and schedules court dates.
  - g. Researches and supplies various information and reports to authorized persons other than department personnel, as permitted by law.
  - h. Searches prisoners of the same gender as needed; assists in the care of children brought to the attention of the Police Department; may assist in questioning subjects or victims, as needed.

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2. Provides direct supervision of Police Records Specialists, including interpretation of department policies and procedures, and monitoring the workload of Police Records Specialists.
3. Develops training programs and assists in the training of new Police Records Specialists.
4. Prepares staff work schedules.
5. Prepares evaluations of Police Records Specialists.
6. Reviews requests for the release of police reports.
7. Acts as the Police Records Supervisor in his/her absence.
8. Reviews timecards.
9. Administers department-wide CLETS training.
10. Performs other related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Basic English and arithmetic; City and Police Department policies, procedures, and services; types, sources, and nature of Police records; techniques of body searches. Use of automated public safety systems, such as computer-aided dispatch (CAD), records management (RMS), as well as regional, State and Federal criminal justice systems such as CLETS, NLETS and NCIC.

Ability to: Accurately type 35 wpm; maintain a wide variety of records related to Police services; courteously and tactfully relate to subordinates, the public, department personnel and law enforcement personnel; process related Police matters such as receiving bail money, scheduling court dates, etc.; train personnel. Operate personal computer and utilize computer-based applications/software.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

**Recommended:** Training, education and experience equivalent to graduation from high school and two years of Police records experience.

**Required Licenses or Certificates:** Possession of a valid California Class-C driver's license.

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**Working Conditions:** Occasional heavy and unpredictable workloads. Required to work rotating shifts, including nights, weekends, and holidays.

Established August 1989

Revised March 2006

CLASS SPECS

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